

**Component Unit Year-End Reporting Memorandum – FY 2008**  
**Attachment CU9 - Instructions**  
**Asset and Liability Disclosures**

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**Purpose**

**GASBS No. 34**, paragraph 31, requires assets and liabilities to be reported in relative liquidity order. It also requires that long-term liabilities be reported in two components – the amount due within one year and the amount due in more than one year.

**GASBS No. 34**, paragraph 119, requires the changes in long-term liabilities be presented. This includes beginning balance, increases, decreases, and ending balances.

**Note:** This attachment accumulates required asset and liability disclosures and is similar to prior year's Attachment CU9.

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**Applicable entities**

- A.L. Philpott Manufacturing Extension Partnership
- Belmont Bay Science Center Foundation
- Danville Science Center, Inc.
- Hampton Roads Sanitation District Commission
- Library of Virginia Foundation
- Science Museum of Virginia Foundation
- Virginia Biotechnology Research Partnership Authority
- Virginia Horse Center Foundation
- Virginia Housing Development Authority
- Virginia Museum of Fine Arts Foundation
- Virginia Port Authority and Virginia International Terminals
- Virginia Public School Authority
- Virginia Resources Authority

**Note:** If the specific information requested in each tab is already included in the footnotes, then the entity must provide the footnote number and page number in the financial statements where the information is disclosed. If the specific information requested is not in the footnotes, enter N/A and complete the section or worksheet.

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**Due date**

**September 23, 2008**

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**Certification**

The **Certification** tab requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

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**Submission  
requirements**

Contact DOA if the entity has any problems with the files.

**After downloading the file, rename the spreadsheet file using the entity's acronym followed by AttCU9.** For example, the Virginia Resources Authority should rename its Attachment CU9.xls file as VRAAttCU9.xls.

**Submit the Excel spreadsheet electronically to**  
**[finrept-cu@doa.virginia.gov](mailto:finrept-cu@doa.virginia.gov).**

**Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of the Excel attachment.**

For your convenience, the contact information in all but the first tab has been unlocked and shaded yellow. The contact information continues to be auto filled with the information from the first tab but the cells remain unlocked to allow for more than one preparer to complete the attachment.

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**Attachment  
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the **Revision Control Log** tab has been completed.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

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**Instructions for  
the Assets tab**

Section	Instructions
1	Provide further detail of the entity's accounts receivable. For those line item receivables not listed, place them in the other receivable cells. Provide the gross and allowance amounts to be collected within one year and greater than one year as of June 30. If more rows need to be added, contact DOA.
2	Provide the current and noncurrent other asset amounts in the appropriate column and provide further detail of the entity's other asset line item. If more rows need to be added, contact DOA.

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Instructions for  
the Liabilities  
tab

Section	Instructions
1	Provide further detail of the entity's accounts payable. For those line item payables not listed, place them in the other accounts payable cells. If more rows need to be added, contact DOA.
2	Provide further detail of the entity's other liabilities line item. If more rows need to be added, contact DOA.  <u>Note</u> : These should not include other long-term liabilities.
3	Provide the changes in long-term liabilities (if applicable) for the debt below: <ul style="list-style-type: none"> <li>• Bonds Payable*</li> <li>• Installment Purchases*</li> <li>• Capital Lease Obligations*</li> <li>• Notes Payable*</li> <li>• Compensated Absences</li> <li>• Pension Liability*</li> <li>• Other Post Employment Benefits*</li> <li>• Bond Anticipation Notes</li> <li>• Other*</li> </ul> <p>*The entity must give further detail in the following sections.</p>
4	If the agency has bonds payable provide the following: <ul style="list-style-type: none"> <li>• Future principal and interest payments</li> <li>• Whether the agency has defeased any debt on or before 2008, and if so how much</li> <li>• The lowest and highest rate of interest for the various issues of bonds payable outstanding</li> <li>• The oldest and newest issue date for the bonds payable outstanding</li> <li>• The amount of bonds payable that is considered moral obligation debt</li> </ul>

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**Instructions for the Liabilities tab, continued**

<b>Section</b>	<b>Instructions</b>
5	If the agency has installment purchase obligations provide the future principal and interest payments.
6	If the agency has capital lease payments provide the following: <ul style="list-style-type: none"><li>• Future principal payments, along with any applicable executory costs and total interest.</li><li>• Gross capital assets amounts (for buildings and equipment) that were purchased under capital leases, and provide the accumulated depreciation for those assets.</li></ul>
7	If the agency has notes payable provide the principal and interest payments.
8	DOA is asking for any applicable pension disclosures for any pension plan other than with the Virginia Retirement System or a deferred compensation plan other than the Commonwealth's.
9	DOA is asking for any applicable other post employment benefit disclosures for any other post employment benefit not managed by the Commonwealth.
10	If there are any other long-term liabilities, provide a description.

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**Other Post  
Employment  
Benefits  
(OPEB's)**

Currently the Commonwealth has five Other Post Employment Benefits (OPEB's) managed by three different agencies as described below.

- Pre-Medicare Retiree Healthcare Program, a program to provide a healthcare plan for retired employees who are not eligible to participate in Medicare. This program is managed by the Department of Human Resource Management.
  - Retiree Health Insurance Credit Program, a program to provide a credit against the monthly health insurance premiums of eligible state retirees. This program is managed by the Virginia Retirement System.
  - Line of Duty Death and Disability Program, a program to provide death and health benefits to the beneficiaries of certain law enforcement and rescue personnel disabled or killed in the line of duty. This program is managed by the Department of Accounts.
  - Group Life Insurance, a program to provide life insurance for state employees, teachers, employees or political subdivisions, and other qualifying employees. This program is managed by the Virginia Retirement System.
  - Virginia Sickness and Disability Program, a program to provide sickness and disability coverage to state employees. This program is managed by the Virginia Retirement System.
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